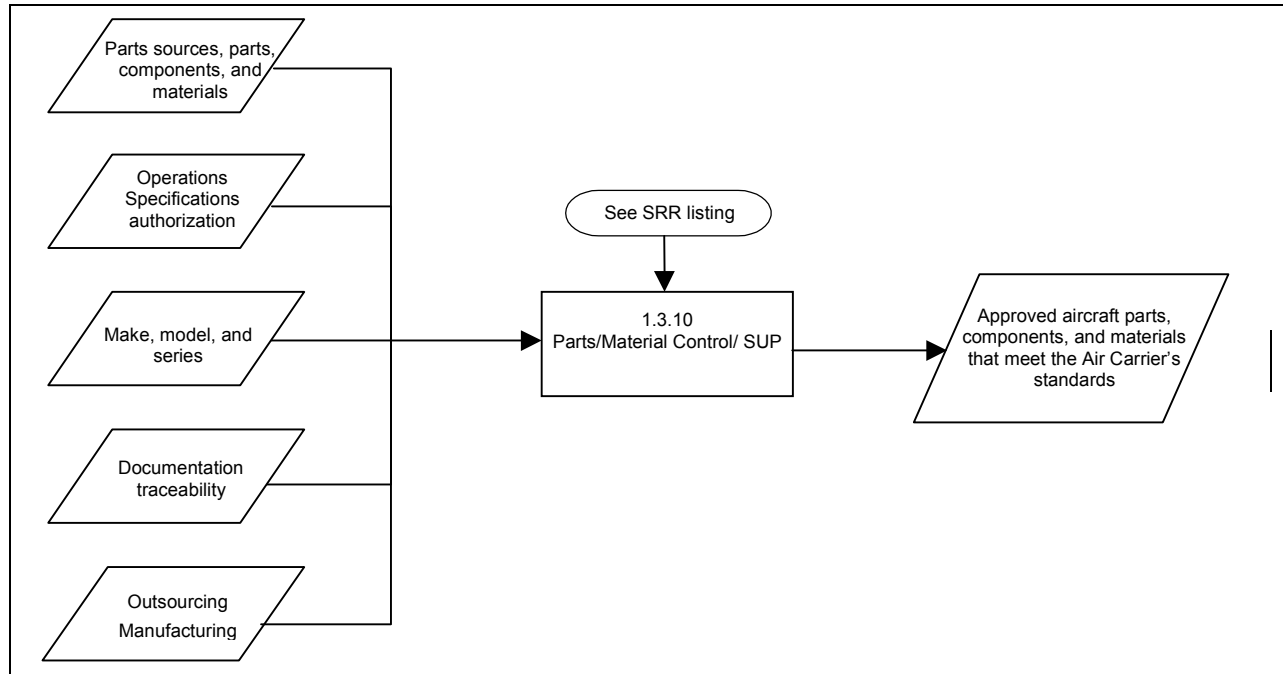


# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 1.3.10 Parts/Material Control/SUP

**Purpose of this Element** (Air Carrier's responsibility):

To ensure Air Carrier's aircraft components, parts and materials meet or exceed original type design or properly altered condition.

**Objective** (FAA responsibility):

To determine if the Air Carrier adheres to its policies, procedures and controls for the Parts/Material Control/SUP (Suspected Unapproved Parts) programs.

**Inputs:**

- Parts Sources
- Parts, Components, and Materials
- Operations Specifications Authorization
- Make, Model, and Series
- Documentation Traceability
- Outsourcing
- Manufacturing

**Outputs:**

- Approved aircraft parts, components, and materials that meet the Air Carrier's standards

# Safety Attribute Inspection (SAI) Job Aid

## **Performance Measures:**

- The Air Carrier has and maintains a supply of spare parts required for the scope and complexity of their operation.
- The Air Carrier has a system that prevents unapproved parts from being installed on their aircraft.
- The Air Carrier has a Suspected Unapproved Parts (SUP) program that removes unapproved parts that have entered into their system.
- The Air Carrier provides facilities and equipment to store parts, components, and materials.
- The Air Carrier conducts incoming/receiving inspections in accordance with the Manual.

# Safety Attribute Inspection (SAI) Job Aid

## **SRR:**

- 21.303 Replacement and Modification Parts
- 45.14 Identification of Critical Components
- 121.105 Servicing and Maintenance Facilities
- 121.123 Servicing Maintenance Facilities
- 121.375 Maintenance and Preventive Maintenance Training Program

## **Other CFRs and/or FAA Guidance:**

- FAA Order 8110.42 “Parts Manufacturing Approvals”
- FAA Order 8120.10 “Suspected Unapproved Parts Program”
- CFR 121.380(a) “Aircraft Records”
- Preamble FR 10480 “Producing Modification or Replacement Parts”
- FAA Order 8120.11 “Disposition of Scrap or Salvageable Aircraft Parts and Materials”
- FAA Order 8130.21 “Procedures for Completion and Use of FAA Form 8130-3 Airworthiness Approval Tag”
- FAA Order 8300.10 Appendix 3 “Handbook Bulletins”
- FAA Order 8300.10, Vol 2, Chap 221, Para 5(c), (d) “Conduct Evaluation of Operators/Applicants Main Base Facility...”
- FAA Order 8300.10 Appendix 4 “Airworthiness Flight Standards Information Bulletins” (as maintained on the FA Corporate BBS, FedWorld BBS, and on the Flight Standards Internet Home Page)
- HBAW 96-02 “Acceptance of Documentation for New Parts Received from the Original Equipment Manufacturers Located Outside the U.S.”
- HBAW 96-08 “Aviation Safety Inspectors Guidance for Detecting Unapproved Parts to Accomplish PTRS Codes 3622/5622 for Air Carriers and 3668/5668 for Air Agencies”
- HBAW 97-10 “Program Tracking and Reporting Subsystem (PTRS) Reporting of Suspected Unapproved Parts (SUP) Investigations and Associated Activities”
- HBAW 98-02 “Evaluation of 14 CFR Parts 121/135 Air Carrier’s Maintenance Recordkeeping System”
- FSAW 95-07A “Aircraft Certification Service Parts/Enhancement”
- FSAW 96-06A “Damaged and Suspected Aircraft Parts Entering the Surplus Sales Market
- Refer to appropriate Advisory Circulars

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

SRR	Intent	
21.303	Self Explanatory	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
45.14	To require that parts which have a replacement time, inspection interval, and required maintenance procedure be permanently and legibly marked.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121.105	To ensure that each domestic and flag Air Carrier has approved parts to use on their aircraft and are located along the route.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121.123	To ensure that each supplemental Air Carrier has approved parts available to maintain their aircraft.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>
121.375	To provide a requirement for the Air Carrier or its maintenance providers to develop training program for maintenance and inspection personnel.	<i>Certification: Airworthiness</i> <i>Surveillance: Airworthiness</i>

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.10 Parts/Material Control/SUP

### SECTION 1 - RESPONSIBILITY ATTRIBUTE

**Objective:** To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Parts/Material Control/SUP process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Identify the person who is responsible for the quality of the Parts/Material Control/SUP process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Parts/Material Control/SUP process with the person.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Is there a clearly identifiable person who is answerable for the quality of the Parts/Material Control/SUP process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Parts/Material Control/SUP process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Parts/Material Control/SUP process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Parts/Material Control/SUP process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Parts/Material Control/SUP process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a. Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Parts/Material Control/SUP process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Parts/Material Control/SUP process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.10 Parts/Material Control/SUP

### SECTION 2 – AUTHORITY ATTRIBUTE

**Objective:** To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Parts/Material Control/SUP process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Identify the person who has the authority to establish or modify the Parts/Material Control/SUP process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Parts/Material Control/SUP process with the person.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Parts/Material Control/SUP process?	<input type="checkbox"/> YES      If yes, provide the name: <input type="checkbox"/> NO      If no, explain:
2. Does the person understand the procedures associated with the Parts/Material Control/SUP process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Parts/Material Control/SUP process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Parts/Material Control/SUP process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Parts/Material Control/SUP process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
7a. Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Parts/Material Control/SUP process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
10. Does the person know who has the responsibility for the Parts/Material Control/SUP process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Parts/Material Control/SUP process?	<input type="checkbox"/> YES      If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.10 Parts/Material Control/SUP

### SECTION 3 – PROCEDURES ATTRIBUTE

**Objective:** To determine if the air carrier has documented procedures for accomplishing the Parts/Material Control/SUP process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Parts/Material Control/SUP process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Parts/Material Control/SUP process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Parts/Material Control/SUP process to gain an understanding of the procedures.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Do written procedures exist to achieve the desired result of the Parts/Material Control/SUP process:

1.1 Do written procedures exist which provide detailed instructions and information for the identification of parts, components, and material?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.2 Do written procedures exist which provide detailed instructions and information for the traceability of parts, components, and material? [SRR 45.14]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.3 Do written procedures exist which provide detailed instructions and information for the storage of parts, components, and material?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.4 Do written procedures exist which provide detailed instructions and information for the segregation of parts, components, and material?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.5 Do written procedures exist which provide detailed instructions and information for the handling of shelf-life and life-limited parts, components, and material?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.6 Do written procedures exist which provide detailed instructions and information for the disposal of parts, components, and material?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.7 Do written procedures exist which provide detailed instructions and information identifying the requirements for incoming documentation of parts, components, and material?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.8 Do written procedures exist which require the Air Carrier to use the training curriculum for parts, control, and handling to train persons performing the incoming/receiving inspection? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.10 Parts/Material Control/SUP

### SECTION 3 – PROCEDURES ATTRIBUTE

1.9 Do written procedures exist which require the Air Carrier to use the training curriculum for Suspected Unapproved Parts (SUP) to train the maintenance organization, including the maintenance providers? [SRR 121.375]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.10 Do written procedures exist which require the Air Carrier to conduct an incoming/receiving inspection in accordance with the standards contained in the Manual?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.11 Do written procedures exist which provide a method to show that the incoming/receiving inspection has been accomplished?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.12 Do written procedures exist which require a method to determine eligibility of a part to be installed on the aircraft prior to its installation? [SRR 121.105, SRR 121.123]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.13 Do written procedures exist which provide detailed instructions and information for the use of cannibalized (robbed) parts (e.g., parts, history, traceability)? [SRR 121.105, SRR 121.123]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.14 Do written procedures exist which require the Air Carrier to use the instructions contained in AC 21-29 for reporting suspected unapproved parts?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
2. Do the procedures identify: who, what, where, when and how?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Are the procedures in compliance with the CFR(s)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
5. Does the air carrier have the resources to support the written procedures for the Parts/Material Control/SUP process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
6. If alternate procedures exist for use during irregular conditions do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element	If no, explain:
7. Are the procedures published in different manuals relating to the Parts/Material Control/SUP process consistent?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Parts/Material Control/SUP process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.10 Parts/Material Control/SUP

### SECTION 4 – CONTROL ATTRIBUTE

**Objective:** To determine if checks and restraints are designed into the Parts/Material Control/SUP process to ensure a desired result is achieved.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Parts/Material Control/SUP process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the Parts/Material Control/SUP process with appropriate personnel to gain an understanding of the controls.
4. Observe the Parts/Material Control/SUP process to gain an understanding of the controls.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Are the following checks and restraints built into the Parts/Material Control/SUP process:

1.1 Does the Air Carrier have and maintain a supply of spare parts required for the scope and complexity of their operation? [SRR 121.105, SRR 121.123]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.2 Does the Air Carrier have and maintain standards for a method of identification for parts, components, and materials in the Manual?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.3 Does the Air Carrier have and maintain standards for a method of traceability for parts, components, and materials in the Manual?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.4 Does the Air Carrier have and maintain standards for storage of parts, components, and materials in the Manual?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.5 Does the Air Carrier have and maintain standards for segregation of parts, components, and materials in the Manual?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.6 Does the Air Carrier have and maintain standards for shelf-life and life-limited parts, components, and materials in the Manual?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.7 Does the Air Carrier have and maintain standards for the disposal of scrap and unsalvageable parts and material in the Manual? (ref: AC 21-38)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.8 Does the Air Carrier have and maintain a Suspected Unapproved Parts (SUP) program that removes unapproved parts? (ref: AC 21-29)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:

# Safety Attribute Inspection (SAI) Job Aid

<b>1.3.10 Parts/Material Control/SUP</b>		
<b>SECTION 4 – CONTROL ATTRIBUTE</b>		
<i>1.9 Does the Air Carrier have and maintain standards for incoming documentation in the Manual?</i>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.10 Does the Air Carrier have and maintain standards for qualifying parts inspectors in the Manual?</i>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.11 Does the Air Carrier have a receiving/incoming inspection facility which includes:</i>		
<i>1.11.1 Controlled environment?</i>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.11.2 Adequate space (i.e., storage, holding, inspection)?</i>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.11.3 Separate parts handling areas?</i>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.11.4 Technical data?</i>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.11.5 Blank identification tags, etc.?</i>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.12 Does the Air Carrier have and maintain a training curriculum for Parts/Material Control? [SRR 121.375]</i>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.13 Does the Air Carrier have and maintain a training curriculum for Suspected Unapproved Parts (SUP)? [SRR 121.375]</i>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.14 Does the Air Carrier have and maintain standards in their Manual for incoming/receiving inspections which include:</i>		
<i>1.14.1 Visual inspection (e.g., shipping and handling damage and environmental exposure, accompanying documentation)? [SRR 45.14, 21.303]</i>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.14.2 Verification inspection:</i>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>
<i>1.14.2.1 Paperwork matches part(s) [SRR 45.14, 21.303]</i>	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>If no or N/A, explain:</b>

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.10 Parts/Material Control/SUP

### SECTION 4 – CONTROL ATTRIBUTE

1.14.2.2 Maintenance release appropriate for work accomplished [SRR 45.14, 21.303]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.14.2.3 Work accomplished matches the build specification [SRR 45.14, 21.303]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.14.2.4 Part history [SRR 45.14, 21.303]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.14.2.5 Traceability (e.g., new part direct ship under OEM authority, acceptable source) [SRR 45.14, 21.303]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.14.2.6 Air Carrier produced parts [SRR 21.303, SRR 45.14]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.15 Does the Air Carrier require all parts and materials used on the aircraft to have an incoming/receiving inspection, excluding on-site owner-produced parts? [SRR 21.303]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.16 Does the Air Carrier require on-site owner-produced parts to have an inspection that verifies the parts have been produced in accordance with build specifications? [SRR 45.14]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.17 Does the Air Carrier have and maintain a list of acceptable vendors, suppliers, and distributors for use during incoming inspections?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.18 Does the Air Carrier have and maintain a method for tracking the status of parts while in storage (e.g., ADs, shelf life, calendar limits)?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.19 Does the Air Carrier have and maintain standards for cannibalized (robbed) parts for parts history and traceability?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
2. Do the checks and restraints ensure the desired result is achieved for the Parts/Material Control/SUP process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Parts/Material Control/SUP process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
4. Does the air carrier have the resources to support the checks and restraints for the Parts/Material Control/SUP process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.10 Parts/Material Control/SUP

### SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

**Objective:** To determine if the air carrier measures and assesses the Parts/Material Control/SUP process, to identify and correct problems or potential problems.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Parts/Material Control/SUP process.
2. Discuss the Parts/Material Control/SUP process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Parts/Material Control/SUP process to gain an understanding of the process measures.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. <Deleted>

2. Does the air carrier's Parts/Material Control/SUP process include the following process measurements?

2.1 The Air Carrier audits the parts and control process to ensure the following with the manual's standards and procedures:

☐ YES    If no or N/A, explain:  
☐ No  
☐ N/A

2.1.1 Identification

☐ YES    If no or N/A, explain:  
☐ No  
☐ N/A

2.1.2 Traceability

☐ YES    If no or N/A, explain:  
☐ No  
☐ N/A

2.1.3 Storage

☐ YES    If no or N/A, explain:  
☐ No  
☐ N/A

2.1.4 Segregation

☐ YES    If no or N/A, explain:  
☐ No  
☐ N/A

2.1.5 Shelf-Life

☐ YES    If no or N/A, explain:  
☐ No  
☐ N/A

2.1.6 Disposal

☐ YES    If no or N/A, explain:  
☐ No  
☐ N/A

2.1.7 Incoming/Receiving Inspection

☐ YES    If no or N/A, explain:  
☐ No  
☐ N/A

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.10 Parts/Material Control/SUP

### SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

2.1.8 Documentation Verification	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2.1.9 Training/Qualification for Parts Inspectors	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2.1.10 Training for SUPs procedures	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2.1.11 Reporting SUPs	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2.1.12 Parts Eligibility	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2.1.13 Parts Facilities	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2.1.14 Training Curriculum	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2.1.15 Owner Produced Parts	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2.1.16 List of acceptable vendors	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2.1.17 Tracking of parts status	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
2.1.18 Tracking of parts history	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Does the air carrier document their process measurement methods and results?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> No
4. Are the air carrier's process measurement methods effective?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> No
5. Does the air carrier use their process measurement results to improve their programs?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> No

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.10 Parts/Material Control/SUP

### **SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE**

6. Are the process measurement results accessible to the FAA?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Parts/Material Control/SUP process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have the resources to support the process measurement for the Parts/Material Control/SUP process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.10 Parts/Material Control/SUP

### SECTION 6 – INTERFACES ATTRIBUTE

**Objective:** To determine if the air carrier identifies and manages the interactions between the Parts/Material Control/SUP process and the other element processes within the air carrier organization.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Parts/Material Control/SUP process.
2. Discuss the Parts/Material Control/SUP process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Parts/Material Control/SUP process to gain an understanding of the interfaces.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Are the following interfaces identified for the Parts/Material Control/SUP process:

1.1 Aircraft Airworthiness Requirements (Element 1.1.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Appropriate Operational Equipment (Element 1.1.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Major Repairs and Alterations (Element 1.2.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Maintenance Program (Element 1.3.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Inspection Program (Element 1.3.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 RII (Element 1.3.4)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 AD Management (Element 1.3.6)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8 Outsource Organization (Element 1.3.7)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.10 Parts/Material Control/SUP

### SECTION 6 – INTERFACES ATTRIBUTE

1.9 Engineering/Major Repairs and Alterations (Element 1.3.9)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.10 CAS (Element 1.3.11)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.11 GMM/Equivalent (Element 1.3.14)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.12 Reliability Program (Element 1.3.15)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.13 Other Programs approved by Operations Specificaions	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.14 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.15 Maintenance Training Program (Element 4.2.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.16 RII Training Requirements (Element 4.2.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.17 Line Stations (Servicing and Maintenance) (Element 5.1.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.18 Director of Maintenance (Element 7.1.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.19 Chief Inspector (Element 7.1.2)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.20 Director of Safety (Element 7.1.3)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.21 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

# Safety Attribute Inspection (SAI) Job Aid

## 1.3.10 Parts/Material Control/SUP

### SECTION 6 – INTERFACES ATTRIBUTE

1.22 (Manual) Distribution (Element 2.1.3)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.23 (Manual) Availability (Element 2.1.4)	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the Parts/Material Control/SUP process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO